

SurveyTracker Email Web

How to upload a web form
that creates a data file





To begin, either

Create a survey project

Select a survey project below:

#	PROJECT DESCRIPTION	START DATE	ENDING DATE	STATUS	TYPE OF SURVEY	RESPONDENT LIST STATUS	DISTRIBUTED
1	ABC Company Project	11/05/02	01/30/04	OFFLINE	REG	150 of 150	YES
2	ABC Standard 360 Example	NOT SET	NOT SET	OFFLINE	REG	176 of 176	YES
3	CPO	NOT SET	NOT SET	OFFLINE	REG	1 of 5	YES
4	Palms Inn Customer Satisfaction	01/01/03	02/21/03	OFFLINE	REG	166 of 176	YES
5	test project	NOT SET	NOT SET	OFFLINE	REG	14 of 14	YES



To begin, either

Create a survey project

Select a survey project below:

#	PROJECT DESCRIPTION	START DATE	ENDING DATE	STATUS	TYPE OF SURVEY	RESPONDENT LIST STATUS	DISTRIBUTED
1	ABC Company Project	11/05/02	01/30/04	OFFLINE	REG	150 of 150	YES
2	ABC Standard 360 Example	NOT SET	NOT SET	OFFLINE	REG	176 of 176	YES
3	CPO	NOT SET	NOT SET	OFFLINE	REG	1 of 5	YES
4	Palms Inn Customer Satisfaction	01/01/03	02/21/03	OFFLINE	REG	166 of 176	YES
5	test project	NOT SET	NOT SET	OFFLINE	REG	14 of 14	YES



Define a new distribution using one of the following methods.

* You may repeat this process to distribute a survey using multiple methods.



Paper



Disk



Web



E-Mail

Modify or review existing distributions

DISTRIBUTION NAME	TYPE	STATUS
CPAC Awards (web-data)	Web	Step 6
CPAC Awards (web-email)	Web	Step 3

Define a new distribution using one of the following methods.

* You may repeat this process to distribute a survey using multiple methods.



Paper



Disk



Web



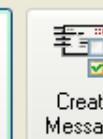
E-Mail

Modify or review existing distributions

DISTRIBUTION NAME	TYPE	STATUS
CPAC Awards (web-data)	Web	Step 6
CPAC Awards (web-email)	Web	Step 3

Progress:

Set Options

Welcome/
Thank YouGenerate
FilesSelect
SampleCreate
MessageSend
Message

Delete

Rename

Define a new distribution using one of the following methods.

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Paper



Disk



Web



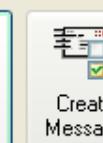
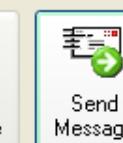
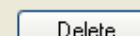
E-Mail

Modify or review existing distributions

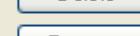
DISTRIBUTION NAME	TYPE	STATUS
CPAC Awards (web-data)	Web	Step 6
CPAC Awards (web-email)	Web	Step 3

Progress:

Set Options

Welcome/
Thank YouGenerate
FilesSelect
SampleCreate
MessageSend
Message

Delete



Rename

Define Web Survey Settings and Paths/URLs

Survey Options

Operating system of web server

 Windows NT / 2000 / XP
 Unix / Linux / Other

Type of scripting system

 Perl
 ASP
 ColdFusion

Response Options

 Return each survey via e-mail

E-mail Address:

algooda@benning.army.mil

 Store responses in a data file on the server

* You may need to consult with your web administrator for the settings above.



Define Web Survey Settings and Paths/URLs

Survey/Script URL Addresses

Survey URL:

Example: <http://www.abc.com/surveys/mysurvey.htm>
(include filename i.e.: mysurvey.htm)

Script URL:

Example: </cgi-bin/> or <http://www.abc.com/cgi-bin/>
(filename not necessary, uses same name from above)

Survey/Script Directories (on web server)

HTML directory (full path where files will be published)

Example: <c:\inetpub\wwwroot\surveys>

Script directory (full path where script will be published)

Example: <c:\inetpub\scripts>

Read/write access directory for data (full path)

Example: <c:\inetpub\surveydata>

* You may need to consult with your web administrator for the settings above.

Define Web Survey Settings and Paths/URLs

Verify Current Settings

Current Web Distribution Settings:

Server Type: Windows
Responses: Stored in a file
Script Type: ASP
Data Directory: F:\wwwroot\surveys\data\
Survey URL: http://www.infantry.army.mil/surveys/CPO/awards_data.htm
Script URL: http://www.infantry.army.mil/surveys/CPO/awards_data.asp
Survey Directory: F:\wwwroot\surveys\CPO\
Script Directory: F:\wwwroot\surveys\CPO\

* You may need to consult with your web administrator for the settings above.

Create Welcome and Thank You Messages

 Include Welcome Message

Welcome Message



Welcome

 Include Thank You Message

Thank You Message



Thanks



Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password: Current Directory:

File Name

Date

Time

File Size

File Name	Date	Time	File Size



Create Web Survey Files

Files To Create

- HTML Files Preview
- Images Used
- Script Files

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password: DisconnectCurrent Directory: Create FilesChange DirBackCreate DirDeleteRename FileView File

File Name	Date	Time	File Size
17ASOSftp	07/21/2004	02:51PM	<DIR>
ARIFTP	08/27/2004	08:55AM	<DIR>
atex02jvb	04/01/2003	01:35PM	<DIR>
BCTBftp	07/11/2003	06:42AM	<DIR>
BOLCftp	11/15/2002	12:36PM	<DIR>
CATD	01/30/2004	02:11PM	<DIR>
CMDGRPFTP	06/09/2004	04:34PM	<DIR>
conference	03/12/2004	03:46PM	<DIR>
dbl	01/05/2004	03:16PM	<DIR>
DCAFTP	08/02/2004	11:02AM	<DIR>
dcdbc	08/30/2004	01:31PM	<DIR>
dcdaid	08/23/2004	09:45AM	<DIR>
dcdesdd	08/05/2004	03:35PM	<DIR>
dcdfd	08/12/2004	11:03AM	<DIR>
dcdhq	01/14/2004	04:20PM	<DIR>
dcdmsd	08/26/2004	11:00AM	<DIR>



Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

[Preview](#)

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: [ftp.benning.army.mil](#) AnonymousUser Name: Password: [Disconnect](#)Current Directory: [Create Files](#)[Change Dir](#)[Back](#)[Create Dir](#)[Delete](#)[Rename File](#)[View File](#)

File Name	Date	Time	File Size
17ASOSftp	07/21/2004	02:51PM	<DIR>
ARIFTP	08/27/2004	08:55AM	<DIR>
atex02jvb	04/01/2003	01:35PM	<DIR>
BCTBftp	07/11/2003	06:42AM	<DIR>
BOLCftp	11/15/2002	12:36PM	<DIR>
CATD	01/20/2004	02:11PM	<DIR>
CMDGRPFTP			<DIR>
conference			<DIR>
dbbl			<DIR>
DCAFTP			<DIR>
dcdbcd			<DIR>
dcdcaid			<DIR>
dcdesdd	08/05/2004	03:35PM	<DIR>
dcdfd	08/12/2004	11:03AM	<DIR>
dcdhq	01/14/2004	04:20PM	<DIR>
dcdmsd	08/26/2004	11:00AM	<DIR>

Change Directory

[New Directory](#)[OK](#) [Cancel](#)



Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password: Current Directory:

File Name	Date	Time	File Size
..			<DIR>
CPO	08/31/2004	12:05PM	<DIR>
data	09/01/2004	06:43PM	<DIR>
name	08/31/2004	02:02PM	<DIR>



Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

[Preview](#)

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password: [Disconnect](#)Current Directory: [Create Files](#)[Change Dir](#)[Back](#)[Create Dir](#)[Delete](#)[Rename File](#)[View File](#)

File Name	Date	Time	File Size
..			<DIR>
CPO	08/31/2004	12:05PM	<DIR>
data	09/01/2004	06:43PM	<DIR>
name	08/31/2004	02:02PM	<DIR>

Change Directory

New Directory

[OK](#) [Cancel](#)



Create Web Survey Files

Files To Create

- HTML Files
- Images Used
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[Preview](#)

Method Of Transfer

- Disk
- LAN
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FTP Server: AnonymousUser Name: Password: [Disconnect](#)Current Directory: [Create Files](#)[Change Dir](#)[Back](#)[Create Dir](#)[Delete](#)[Rename File](#)[View File](#)

File Name	Date	Time	File Size
..			<DIR>
awards_data.asp	08/31/2004	12:05PM	47,347 bytes
awards_data.htm	08/31/2004	12:05PM	3,946 bytes
awards_data.qst	08/31/2004	12:05PM	2,291 bytes
awards_data1.htm	08/31/2004	12:05PM	55,232 bytes
awards_data2.htm	08/31/2004	12:05PM	46,331 bytes
awards_data_ty.htm	08/31/2004	12:05PM	460 bytes
awards_email.asp	08/31/2004	11:06AM	46,873 bytes
awards_email.htm	08/31/2004	11:06AM	3,951 bytes
awards_email.qst	08/31/2004	11:06AM	2,190 bytes
awards_email1.htm	08/31/2004	11:06AM	55,236 bytes
awards_email2.htm	08/31/2004	11:06AM	46,333 bytes
awards_email_ty.htm	08/31/2004	11:06AM	460 bytes

Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

Preview

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password:

Disconnect

Current Directory:

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size
..			<DIR>
awards_data.asp	08/31/2004	12:05PM	47,347 bytes
awards_data.htm	08/31/2004	12:05PM	3,946 bytes
awards_data.qst	08/31/2004	12:05PM	2,291 bytes
awards_data1.htm	08/31/2004	12:05PM	55,232 bytes
awards_data2.htm	08/31/2004	12:05PM	46,331 bytes
awards_data_ty.htm	08/31/2004	12:05PM	460 bytes
awards_email.asp	08/31/2004	11:06AM	46,873 bytes
awards_email.htm	08/31/2004	11:06AM	3,951 bytes
awards_email.qst	08/31/2004	11:06AM	2,190 bytes
awards_email1.htm	08/31/2004	11:06AM	55,236 bytes
awards_email2.htm	08/31/2004	11:06AM	46,333 bytes
awards_email_ty.htm	08/31/2004	11:06AM	460 bytes



Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password: Current Directory:

File Name

Date

Time

File Size

FIRST NAME	LAST NAME	EMAIL ADDRESS
Bridget	Brophy	Bridget.Brophy@benning.army.mil
Albert	Algood	Albert.Algood@benning.army.mil
Kevin	FiField	Kevin.FiField@benning.army.mil

[Set Filter](#)[Clear Filter](#)

Active Filter:



Select a Sample for Distribution

- Do not use audience
- Create a new sample
- Copy an existing sample
- Use existing sample

Create Web Survey Invitation E-Mail

Invitation Message



The Civilian Personnel Office (CPO) is conducting a survey on Fort Benning's Awards Program. You have been selected to participate in this survey. Your input is important to us and vital towards continued success.

Web Form that writes to a data file on the server:

http://www.infantry.army.mil/surveys/cpo/awards_data.htm

Web Form that sends an email:

http://www.infantry.army.mil/surveys/cpo/awards_email.htm

X	FIRST NAME	LAST NAME	EMAIL ADDRESS
<input type="checkbox"/>	Bridget	Brophy	Bridget.Brophy@benning.army.mil
<input type="checkbox"/>	Albert	Algood	Albert.Algood@benning.army.mil
<input type="checkbox"/>	Kevin	FiField	Kevin.FiField@benning.army.mil

Send Web Survey Invitation E-Mail

Audience Options

Send:

To Entire Audience
 Starting From Selected Individual
 Only To Selected Individual

E-Mail Address Field:

EMAIL ADDRESS

Using The Following

MS Outlook Express/ Simple MAPI
 MS Outlook/ Novell GroupWise/ Extended MAPI
 Lotus Notes
 SMTP Server

Response Options

E-Mail Subject:
CPO

Return Address:
algooda@benning.army.mil

Anonymous Responses

X	FIRST NAME	LAST NAME	EMAIL ADDRESS
<input type="checkbox"/>	Bridget	Brophy	Bridget.Brophy@benning.army.mil
<input type="checkbox"/>	Albert	Algood	Albert.Algood@benning.army.mil
<input type="checkbox"/>	Kevin	FiField	Kevin.FiField@benning.army.mil

Send Web Survey Invitation E-Mail

Audience Options

Send:
 To Entire Audience
 Starting From Selected Individual
 Only To Selected Individual

E-Mail Address Field:
EMAIL ADDRESS

Using The Following

MS Outlook Express/ Simple MAPI
 MS Outlook/ Novell/ Exchange
 Lotus Notes
 SMTP Server

Send E-Mail

Select Profile: Password:

Response Options

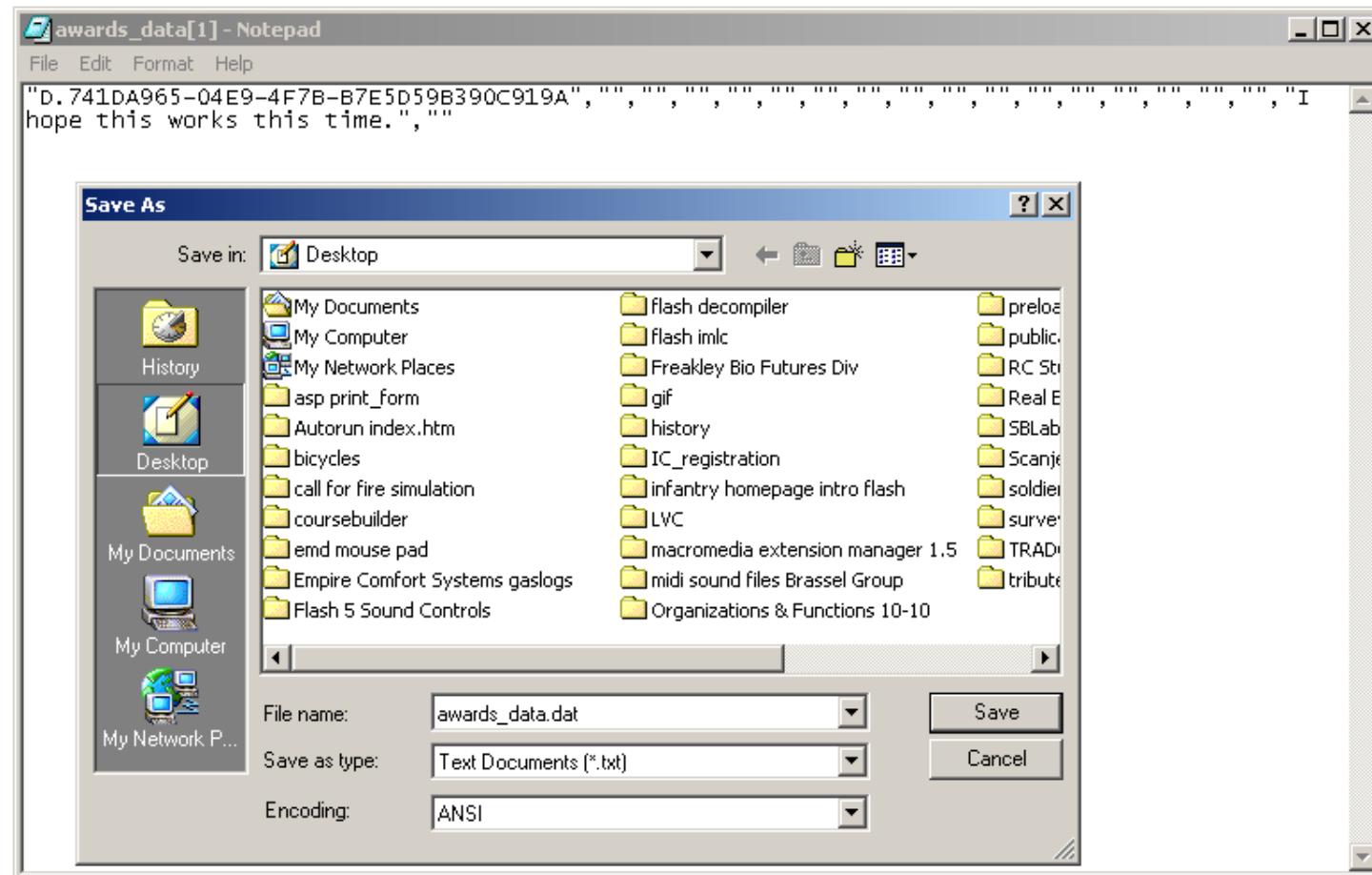
E-Mail Subject: CPO

Return Address: algooda@benning.army.mil

Anonymous Responses



"D.741DA965-04E9-4F7B-B7E5D59B390C919A", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "", "I hope this works this time.", ""



Respondent: 0000000001 Bridget Brophy

Distribution Sample: CPAC Awards (web-data)



Distribution Response Count: 1

Fort Benning Civilian Incentive Awards Survey

At various times, organizations must take stock of themselves to see where they are, where they are going, and whether they are heading in the right direction. An important part of this self-analysis is finding out what the people who work in the organization really think. The following survey is designed to help this organization analyze itself and pinpoint possible areas for improvement. Please take a few minutes to complete this survey.

1. How long have you work on Fort Benning?

- 1. Less than 1 year
- 2. 1 year but less than 3 years
- 3. 3 to 6 years
- 4. More than 6 years

2. Is your position classified as a supervisor?

- 1. Yes
- 2. No

3. Are you?

- 1. Department of the Army Civilian
- 2. Active Duty Military

4. What is your current grade?

<input type="radio"/> 1. E1 thru E3	<input type="radio"/> 11. Choice #11
<input type="radio"/> 2. E4 thru E6	<input type="radio"/> 12. Choice #12
<input type="radio"/> 3. E7 thru E9	<input type="radio"/> 13. Choice #13
<input type="radio"/> 4. O1 thru O3	<input type="radio"/> 14. Choice #14
<input type="radio"/> 5. O4 thru O6	<input type="radio"/> 15. Choice #15
<input type="radio"/> 6. GS 01 thru GS 08	<input type="radio"/> 16. Choice #16
<input type="radio"/> 7. GS 09 thru GS 11	<input type="radio"/> 17. Choice #17
<input type="radio"/> 8. GS 12 or higher	<input type="radio"/> 18. Choice #18
<input type="radio"/> 9. WG 02 thru WG 11	<input type="radio"/> 19. Choice #19
<input type="radio"/> 10. WSMR 01 thru WSMR 11	<input type="radio"/> 20. Choice #20

Civilian Awards Overview: The Civilian Incentive Awards Program at Fort Benning is administratively and procedurally controlled by Army Regulation 672-20 and USAIC Supplement 1 to AR 672-20. Civilian Incentive Awards come in several categories: monetary performance awards up to 6% of base salary; quality step increases (QSIs); cash special act or cash service awards ranging from \$25.00 to \$25,000; time off awards; honorary awards such as the Decoration for Exceptional Civilian Service, Achievement Medal, etc.; and special recognition ceremonies such as the Monthly Retreat Ceremony and the quarterly Two-Star Celebration of Excellence Breakfast.

5. Of the following awards please indicate how many you received in the last three years?

 First Next Previous Last Find Edit Clear Back Continue

Respondent: 0000000001

Bridget

Bro

Distribution Sample: CPAC Awards (web-data)



Distribution Response Count: 1

Fort Benning Civilian Incentive Awards Survey

At various times, organizations must take stock of their performance. This self-analysis is finding out what the people think about the organization and what areas for improvement. Please take a few moments to answer the following questions.

1. How long have you work on Fort Benning?

- 1. Less than 1 year
- 2. 1 year but less than 3 years
- 3. 3 to 6 years
- 4. More than 6 years

2. Is your position classified as a supervisor?

- 1. Yes
- 2. No

3. Are you?

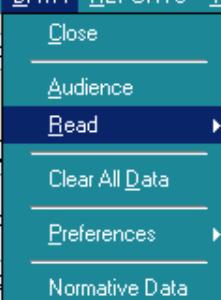
- 1. Department of the Army Civilian
- 2. Active Duty Military

4. What is your current grade?

<input type="radio"/> 1. E1 thru E3	<input type="radio"/> 11. Choice #11
<input type="radio"/> 2. E4 thru E6	<input type="radio"/> 12. Choice #12
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<input type="radio"/> 6. GS 01 thru GS 08	<input type="radio"/> 16. Choice #16
<input type="radio"/> 7. GS 09 thru GS 11	<input type="radio"/> 17. Choice #17
<input type="radio"/> 8. GS 12 or higher	<input type="radio"/> 18. Choice #18
<input type="radio"/> 9. WG 02 thru WG 11	<input type="radio"/> 19. Choice #19
<input type="radio"/> 10. WSMWL 01 thru WSMWL 11	<input type="radio"/> 20. Choice #20

Civilian Awards Overview: The Civilian Incentive Awards Program at Fort Benning is administratively and procedurally controlled by Army Regulation 672-20 and USAIC Supplement 1 to AR 672-20. Civilian Incentive Awards come in several categories: monetary performance awards up to 6% of base salary; quality step increases (QSIs); cash special act or cash service awards ranging from \$25.00 to \$25,000; time off awards; honorary awards such as the Decoration for Exceptional Civilian Service, Achievement Medal, etc.; and special recognition ceremonies such as the Monthly Retreat Ceremony and the quarterly Two-Star Celebration of Excellence Breakfast.

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Survey-By-Disk

Web Data File

E-Mail

Normative Data

First

Next

Previous

Last

Find

Edit

Clear

Back

Continue >

Respondent: 0000000001 Bridget Brophy

Distribution Sample: CPAC Awards (web-data)



Distribution Response Count: 1

Fort Benning Civilian Incentive Awards Survey

At various times, organizations must take stock of themselves to see where they are, where they are going, and whether they are heading in the right direction. An important part of this self-analysis is finding out what the people who work in the organization really think. The following survey is designed to help this organization analyze itself and pinpoint possible areas for improvement. Please take a few minutes to complete this survey.

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- 2. No

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4. What is your current grade?

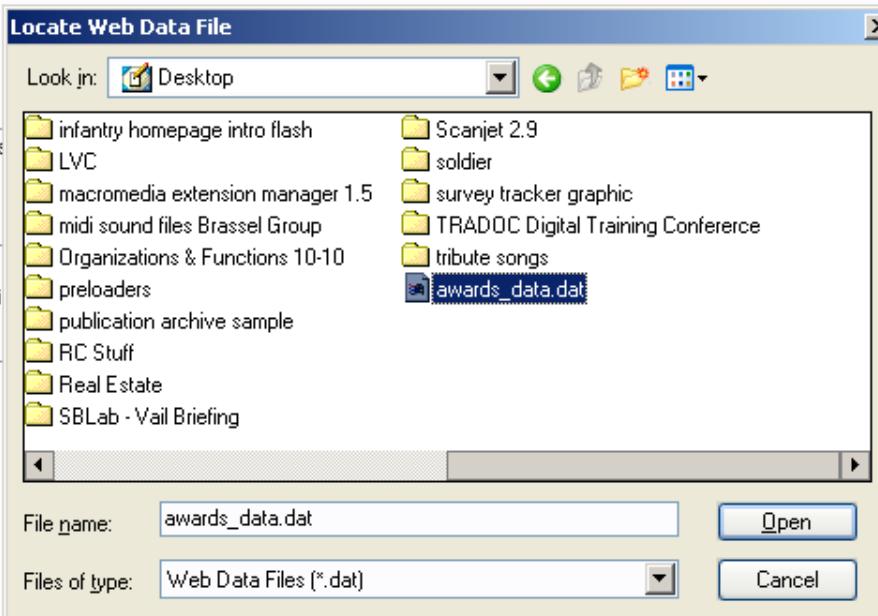
- 1. E1 thru E3
- 2. E4 thru E6
- 3. E7 thru E9
- 4. O1 thru O3
- 5. O4 thru O6
- 6. GS O1 thru GS O8
- 7. GS O9 thru GS 11
- 8. GS 12 or higher
- 9. WG O2 thru WG 11
- 10. WSMR O1 thru WSMR 11

17. Choice #17

18. Choice #18

19. Choice #19

20. Choice #20



Civilian Awards Overview: The Civilian Incentive Awards Program at Fort Benning is administratively and procedurally controlled by Army Regulation 672-20 and USAIC Supplement 1 to AR 672-20. Civilian Incentive Awards come in several categories: monetary performance awards up to 6% of base salary; quality step increases (QSLs); cash special act or cash service awards ranging from \$25.00 to \$25,000; time off awards; honorary awards such as the Decoration for Exceptional Civilian Service, Achievement Medal, etc.; and special recognition ceremonies such as the Monthly Retreat Ceremony and the quarterly Two Star Celebration of Excellence Breakfast.

First

Next

Previous

Last

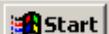
Find

Edit

Clear

Back

Continue



Inbox - Microsoft Ou...

Macromedia Dreamw...

Microsoft PowerPoint...

SurveyTracker 4.0



7:46 AM

Respondent: 0000000001 Bridget Brophy

Distribution Sample: CPAC Awards (web-data)



Distribution Response Count: 1

Fort Benning Civilian Incentive Awards Survey

At various times, organizations must take stock of themselves to see where they are, where they are going, and whether they are heading in the right direction. An important part of this self-analysis is finding out what the people who work in the organization really think. The following survey is designed to help this organization analyze itself and pinpoint possible areas for improvement. Please take a few minutes to complete this survey.

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- 2. E4 thru E6
- 3. E7 thru E9
- 4. O1 thru O3
- 5. O4 thru O6
- 6. GS 01 thru GS 08
- 7. GS 09 thru GS 11
- 8. GS 12 or higher
- 9. WG 02 thru WG 11
- 10. WSMW 01 thru WSMW 11

Read Web Data File

File Location

C:\Documents and Settings\algooda.BENNING

Browse

Reading Responses

Progress

0%

Read

Cancel

13. Choice #13

14. Choice #14

15. Choice #15

16. Choice #16

17. Choice #17

18. Choice #18

19. Choice #19

20. Choice #20

Civilian Awards Overview: The Civilian Incentive Awards Program at Fort Benning is administratively and procedurally controlled by Army Regulation 672-20 and USAIC Supplement 1 to AR 672-20. Civilian Incentive Awards come in several categories: monetary performance awards up to 6% of base salary; quality step increases (QSLs); cash special act or cash service awards ranging from \$25.00 to \$25,000; time off awards; honorary awards such as the Decoration for Exceptional Civilian Service, Achievement Medal, etc.; and special recognition ceremonies such as the Monthly Retreat Ceremony and the quarterly Two Star Celebration of Excellence Breakfast.

First

Next

Previous

Last

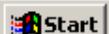
Find

Edit

Clear

Back

Continue



Inbox - Microsoft Ou...

Macromedia Dreamw...

Microsoft PowerPoint...

SurveyTracker 4.0



7:47 AM